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Bankruptcy Dispute Resolution Program

DOCKET EVENTS AND PROCEDURES

Docketing the Certification / Report of BDRP Conference

These instructions explain how to electronically file and docket a Certification/Report of BDRP Conference using the Court's CM/ECF system. A Resolution Advocate who does not have access to the CM/ECF system must file the original paper version of the Certification/Report of BDRP Conference with the Clerk.

A sample blank [Certificate/Report of BDRP Conference](#) is available from the Clerk and on the Court website at www.canb.uscourts.gov > *Forms* > *District* > *BDRP- Certificate/Report of Conference*.

- Click the Bankruptcy or Adversary hyperlink on the CM/ECF main menu.
- Click the BDRP hyperlink.
- Enter the Case Number or, if applicable, the [Adversary Proceeding](#) ⓘ number, click [Next].
- Select Certificate/Report of BDRP Conference, click [Next].
- Select the Resolution Advocate as the party, click [Next].
- Enter the filing date of the Certificate/Report of BDRP Conference, click [Next].
- From the drop down menus, choose whether the conference was Held or Not Held, and whether a settlement Was Reached or Was Not Reached, click [Next].
- Associate the PDF file of the Certificate/Report of BDRP Conference, click [Next].
- Enter the date of the conference and the number of hours spent preparing for and attending the conference, click [Next].

- Enter the appropriate percentage for the dispute resolution procedure(s) utilized (Early Neutral Evaluation, Settlement Negotiation, Mediation, and Other), click [Next]. **Note:** The percentages entered must total 100%.
- At the next screen, below the prompt stating “Select the appropriate event(s) to which your event relates,” check the box next to the appropriate Order Appointing Resolution Advocate, and click [Next].
- Review and edit the docket text if necessary, click [Next].
- The docket text will display to everyone but the PDF will not be viewable by the public and will display the message “For Court Use Only.”

Source URL (modified on 11/18/2014 - 9:41am):

<http://www.canb.uscourts.gov/court-info/bdrp/certificate-report-bdrp-conference-docketing-instructions>